

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 12/30/1996	NUMBER 02.02.120
SUBJECT DEPARTMENT BUILDINGS - CLOSURE/INACCESSIBILITY		SUPERSEDES 02.02.120 (3/14/88)	
		AUTHORITY MCL 791.203; Dept. of Management and Budget Circular No. 26	
		ACA STANDARDS NONE	
		PAGE 1 OF 3	

POLICY STATEMENT:

The Department of Management and Budget (DMB) shall determine when state operating space shall be officially closed or declared inaccessible as well as determine when affected employees shall be granted administrative leave.

RELATED POLICIES:

02.02.101 Administrative Leave
04.03.110 Disaster Management

POLICY:

DEFINITIONS

- A. Isolated Emergency Condition - A problem occurring in one building which potentially affects the health, safety or welfare of one or more department employees in that building. This includes physical plant failures which result in loss of heat or electrical power.
- B. State Operating Space - A building or portion of a building owned or leased by the State of Michigan in which state employees work.

GENERAL INFORMATION

- C. DMB shall determine whether state operating space should be officially closed or declared inaccessible and whether administrative leave should be granted employees if a state operating space is closed or declared inaccessible. However, in a potentially life threatening situation which requires immediate action, state operating space may be evacuated. DMB shall be contacted as soon as possible to determine if the state operating space will be closed or declared inaccessible.
- D. If a non-state building in which state employees work, such as a county or court building, is closed or declared inaccessible by the owner or lessee of the building, the on-site supervisor shall contact the appropriate Deputy Director through the appropriate chain of command. The information identified in Attachment A shall be provided to the extent it is relevant. The Deputy Director shall notify DMB of the closing or declaration of inaccessibility and request authorization to grant administrative leave to affected employees.
- E. Only the Director and the Deputy Directors of Correctional Facilities Administration (CFA), Field Operations Administration (FOA) and Administration and Programs (A&P) are authorized to contact DMB to request that state operating space be closed or declared inaccessible. Such contacts shall be through the Property Management Division of the Office of Support Services of DMB.
- F. A CFA facility shall be closed or evacuated only in accordance with PD 04.03.110 "Disaster Management".
- G. Exclusively represented employees shall be governed by their bargaining unit agreement if it is in conflict with this policy.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 12/30/1996	NUMBER 02.02.120	PAGE 2 OF 3
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SEVERE WEATHER, CIVIL DISTURBANCE OR ISOLATED EMERGENCY CONDITION

- H. When a situation occurs that may require DMB to close state operating space or declare it inaccessible, it shall be the responsibility of the Warden, through the appropriate CFA Regional Prison Administrator (RPA), the Administrator of the Special Alternative Incarceration Unit (SAI), or the FOA Regional Administrator, to inform the CFA or FOA Deputy Director, as appropriate.
- I. In the event of a civil disturbance, a request shall be made only if a law enforcement authority has prohibited travel in the vicinity of the state operating space.
- J. In the event of an isolated emergency condition in leased state operating space, the ranking administrator or designee shall first contact building maintenance to confirm the existence of an isolated emergency condition and to obtain relevant information regarding the condition.
- K. The CFA or FOA Deputy Director, as appropriate, shall be provided with the information requested in Attachment A, to the extent that it may be relevant to the existing condition, as well as any other corroborating information that may assist DMB in making a well informed decision.
- L. The CFA or FOA Deputy Director, as appropriate, shall contact DMB for authorization to close or declare inaccessible state operating space under his/her supervision, and, if applicable, authorization to grant administrative leave to affected employees.
- M. The CFA or FOA Deputy Director, as appropriate, shall notify affected employees of the decision made by DMB through the appropriate chain of command, as necessary.
- N. Generally, DMB will contact the Director when a Central Office building is to be closed or declared inaccessible. If it is necessary to contact DMB to request authorization, the Deputy Director of Administration and Programs (A&P) shall perform the functions set forth in Paragraphs I through M.
- O. If a building is partially closed or declared partially inaccessible, an employee working in the affected area may be required to work at another site within the general work location.
- P. If a correctional facility is declared inaccessible, an employee on duty at the correctional facility in a position that the appropriate facility head has determined is essential to the operation of the correctional facility shall be required to remain on duty until relieved of his/her assignment. For purposes of this paragraph, a correctional facility includes SAI, corrections centers and Technical Rule Violation Centers.

ADMINISTRATIVE LEAVE

- Q. Administrative leave shall be granted to employees affected by closure or determination of inaccessibility of a building only if the use of administrative leave is authorized by DMB. For time keeping purposes, absences may be covered with annual leave or compensatory time until the appropriateness of administrative leave is determined by DMB.
- R. If DMB authorizes the use of administrative leave, it shall not be granted for those employees on any kind of previously approved leave or receiving worker's compensation, or for employees not scheduled to work, during the affected dates and time.
- S. Unless DMB orders closure of the state operating space or declares it inaccessible, or in a situation described in Paragraph D, department employees are expected to make a reasonable effort to report to and remain at work regardless of conditions. An employee who is unable to report to work shall report his/her absence to the appropriate supervisor or designee in the manner set forth in the Employee Handbook or applicable collective bargaining unit contract. A supervisor may authorize the use of accrued leave credits by an employee who is unable to report to work or is authorized to leave work.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 12/30/1996	NUMBER 02.02.120	PAGE 3 OF 3
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OPERATING PROCEDURES

- T. Warden, the SAI Administrator and the FOA Deputy Director shall ensure that within 60 days of its effective date procedures implementing this policy directive are developed. Warden shall forward their operating procedures to the appropriate RPA, CFA, for approval. The SAI Administrator shall forward her/his operating procedure to the Deputy Director, FOA, for approval.

AUDIT ELEMENTS

- U. A primary audit elements list has been developed and will be provided to assist with self audit of this policy, pursuant to PD 01.05.100, "Self Audit of Policies and Procedures".

KLM:OPH:12/18/96

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 12/30/1996	NUMBER 02.02.120A	PAGE 1 OF 1
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ATTACHMENT A

The following information shall be provided to DMB to assist in determining whether to close or declare inaccessible state operating space:

1. Name of on-site supervisor.
2. A complete description of present conditions.
3. Whether the condition is currently or potentially life threatening and, if so, why.
4. Number of employees affected.
5. Location of the affected building; e.g., city or vicinity.
6. Availability of alternative work area to temporarily place affected employees without affecting normal work schedule.
7. Availability of temporary holding area for employee use.
8. Expected changes in condition over the next few hours.
9. Recommendations from the following, as applicable:
 - a. Fire department
 - b. Local law enforcement agency
 - c. Local community health agency
 - d. National Weather Service
 - e. Mechanical or electrical expert
10. Other state departments affected.
11. Whether the building is state-owned or leased and, if leased, building owner's or manager's name and telephone number.